

**Instructions for Authorized Signatories Form
(Form DA-04-121)**

Purpose	To update the Authorized Signatories Form in conformance with Topic Number 20310 of the CAPP Manual.													
Applicable Agencies	All agencies are required to complete and submit this form.													
Due Date	Must be RECEIVED at DOA by 5:00 p.m. on Monday, June 12, 2006 . Any subsequent changes to this form for either the agency's authorized signatory or the authorized signatory's contact information must be submitted immediately to DOA.													
Procedures	<p>Download the form DA-04-121, "Authorized Signatories Form" and complete the shaded areas. Ensure that a primary and secondary CARS Security Officer has been designated on the form. Print and sign the form. Retain a copy for file purposes.</p> <p>NOTE: If more than one page is required, ensure the Agency Head and Fiscal Officer sign all forms.</p>													
Submission Requirements	<p>Mail the ORIGINAL SIGNED copy to the Compliance and Accounting Procedures Section at the following address:</p> <table><tr><td><u>U.S. Postal Service Delivery</u></td><td><u>DGA Interagency Mail and/or Other Courier</u></td></tr><tr><td>Department of Accounts</td><td>Department of Accounts</td></tr><tr><td>General Accounting Unit</td><td>General Accounting Unit</td></tr><tr><td>PO Box 1971</td><td>James Monroe Building</td></tr><tr><td>Richmond, VA 23218-1971</td><td>101 N. 14th Street, 2nd Floor</td></tr><tr><td></td><td>Richmond, VA 23219-3686</td></tr></table> <p>Certified mail or overnight / special deliveries should <u>NOT</u> be utilized.</p>		<u>U.S. Postal Service Delivery</u>	<u>DGA Interagency Mail and/or Other Courier</u>	Department of Accounts	Department of Accounts	General Accounting Unit	General Accounting Unit	PO Box 1971	James Monroe Building	Richmond, VA 23218-1971	101 N. 14 th Street, 2 nd Floor		Richmond, VA 23219-3686
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DOA Contact	Fay G. Lion, Supervisor – Compliance and Accounting Procedures Tel.: (804) 225-2384 Email: fay.lion@doa.virginia.gov													